

# Maria Saayed

Focused on building and enhancing relationships, meeting service needs and maintaining smooth administration of all department operations and managements.

Desire growth- oriented position in Dynamic, fast-paced enviroment. Reliable employee seeking Job Title position.

Offering excellent communication and good judgment.



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📍 Business Bay, Dubai

## EDUCATION

### Bachelor in law Lebanese University

09/2017 - 06/2020

Beirut, Lebanon

### Master in law Islamic University

09/2020 - 06/2021

Beirut, Lebanon

## WORK EXPERIENCE

### Assistant manager The Spot Mall - Sport Et Loisir

07/2017 - 10/2018

Beirut, Lebanon

#### Main Tasks:

- 1- **Prospecting & Lead Generation:** Find potential customers and create new leads through various methods.
- 2- **Qualifying Leads:** Assess the suitability and potential of leads for your product or service.
- 3- **Building Relationships:** Cultivate trust and loyalty with leads and existing customers.
- 4- **Product Demonstrations/Presentations:** Showcase the value and features of your offering.
- 5- **Negotiating & Closing Sales:** Reach agreements with customers and secure commitments to purchase.
- 6- **Follow-up & Customer Service:** Address questions, concerns, and provide ongoing support post-sale.
- 7- **Analyzing Sales Data:** Review metrics to make data-driven decisions and improve strategies.
- 8- **Continuous Learning:** Stay updated on industry trends and new sales techniques.
- 9- **Administrative Tasks:** Handle paperwork and maintain records related to sales activities.

### Event Coordinator Seaside Biel

11/2018 - 04/2020

Beirut, Lebanon

#### Main Tasks:

- 1- **Initial planning** and **client meetings** to determine objectives, theme, and budget.
- 2- **Researching** and **securing vendors** such as caterers, decorators, and audio-visual technicians.
- 3- **Coordinating** with the venue for logistics and facilities.
- 4- **Managing budgets**, expenses, and vendor contracts.
- 5- **Developing marketing materials** and **promoting the event**.
- 6- **Handling logistics** like transportation, guest lists, and accommodations.
- 7- **Overseeing setup**, **teardown**, and **on-site management** during the event.
- 8- **Communicating regularly** with clients and addressing their concerns.

### Event Planning ADDMIND Events

05/2021 - 11/2022

Beirut, Lebanon

#### Main Tasks:

- 1- **Conceptualization:** Define goals, audience, budget, date, and location.
- 2- **Venue:** Research, negotiate, and book a suitable venue.
- 3- **Design:** Develop a theme, select decorations, and coordinate with vendors.
- 4- **Logistics:** Plan layout, arrange permits, coordinate transportation, and set up equipment.
- 5- **Vendors:** Hire and manage caterers, photographers, entertainers, etc.
- 6- **Promotion:** Create marketing materials, develop a strategy, and manage ticketing.
- 7- **Registration:** Set up online systems, handle inquiries, and monitor ticket sales.
- 8- **Event Day:** Coordinate staff, oversee setup, manage vendors, and ensure a smooth experience.
- 9- **Attendee Experience:** Provide assistance, gather feedback, and ensure satisfaction.

## SKILLS

- Professional English level
- Proficient in Microsoft Office
- Team working and communication skills
- Management
- Expert in MT5 platform
- Problem Solving
- Operation Manager
- Account Manager
- Negotiation Skills (BDS)
- Sales Skills
- Strategic Thinking

## LANGUAGES

### ENGLISH

Native or Bilingual Proficiency

### ARABIC

Native or Bilingual Proficiency

### FRENCH

Native or Bilingual Proficiency

## INTERESTS

Events

Hiking

### Content Creator Silk Mile

04/2022 - 08/2022

Beirut, Lebanon

#### Main Tasks:

- 1- **Research:** Gather relevant information and sources.
- 2- **Ideation:** Brainstorm content ideas and formats.
- 3- **Writing:** Craft compelling written content.
- 4- **Editing:** Review and refine content for clarity.
- 5- **Analytics:** Track performance and gather insights.
- 6- **Community Engagement:** Interact with online communities.
- 7- **Content Distribution:** Promote content across channels.

### Account And Risk Manager Arrow Trade FX

08/2022 - Present

Beirut, Lebanon

#### Main Tasks:

- 1- **Identification:** Recognize potential risks in investments (market, credit, liquidity, etc.).
- 2- **Quantification:** Assess the likelihood and impact of identified risks.
- 3- **Mitigation:** Develop strategies to minimize risks through diversification, hedging, or other methods.
- 4- **Monitoring:** Continuously oversee risk exposure and adjust strategies as needed.
- 5- **Compliance:** Adhere to relevant regulations and standards in risk management.
- 6- **Analysis:** Evaluate stocks through fundamental and/or technical analysis.
- 7- **Portfolio Management:** Construct and manage diversified stock portfolios.
- 8- **Trading:** Execute buy and sell orders, considering market trends and timing.
- 9- **Dividend Reinvestment:** Strategically reinvest dividends to enhance returns.
- 10- **Market Research:** Stay informed about market trends and industry developments.
- 11- **Risk Assessment:** Evaluate and manage risks associated with stocks.
- 12- **Performance Tracking:** Monitor portfolio performance against benchmarks